On the left side of the dialog, select one of the four categories of hyperlink:

- **Internet**. The hyperlink points to a WWW (World Wide Web) or FTP (File Transfer Protocol) address.
- **Mail**. The hyperlink points to an email address.
- **Document**. The hyperlink points to a location in either the current document or another existing document.
- **New Document**. Opening the hyperlink creates a new document.

Figure 379 shows the Hyperlink dialog with the **Internet** category and the **Web** hyperlink type selected.

The *Further Settings* area is provided for all four hyperlink categories. The controls above the *Further Settings* area vary dependent on which of the four hyperlink categories is selected on the left side of the dialog.

A full description of all the choices, and their interactions, is beyond the scope of this chapter. The following is a summary of the most common choices used in Calc spreadsheets.

Internet
- **Web** / **FTP**. Select the type of hyperlink. On selection of the **FTP** option, the controls above the *Further Settings* area change to those shown in Figure 380.
- **URL**. Enter the required web address.
- **Text**. Text specifies the text that will be visible to the user. If you do not enter anything here, Calc will use the full URL or path as the link text. Note that if the link is relative and you move the file, this text will not change, though the target will.
- **Login name**. Only applicable for FTP hyperlinks.
- **Password**. Only applicable for FTP hyperlinks.
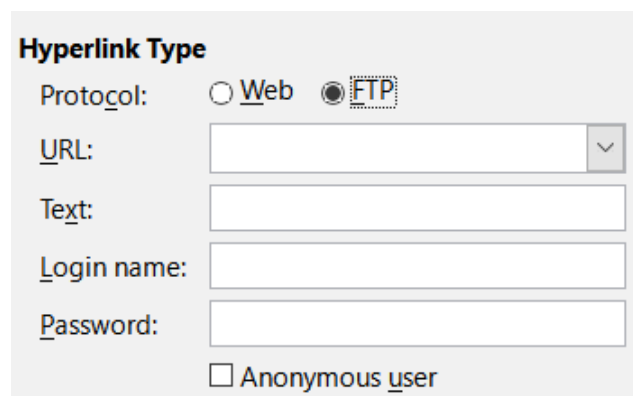- **Anonymous user**. Only applicable for FTP hyperlinks.

Figure 380: FTP specific controls on the Hyperlink dialog

Mail

For Mail hyperlinks, the controls above the *Further Settings* area change to those shown in Figure 381.

- **Recipient**. Enter the email address of the recipient, or select the address from an existing database accessed by clicking the **Data Sources** button.
- **Subject**. Enter the text to be used as the subject line of the message.

The *Text* field (shown in the *Hyperlink Type* area in Figures 379 and 380, is provided within the *Further Settings* area for Mail, Document, and New Document hyperlinks. Its function for these hyperlinks is as described above for Internet hyperlinks.